



DEPARTMENT OF THE ARMY & AIR FORCE
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ng.mil/hro/>

Announcement Number: 18-152	Opening Date: 29 August 2018 Closed Date: 29 September 2018
DUTY LOCATION: 167 th AW, Martinsburg, WV 25405 UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25405 FULL TIME SUPPORT POSITION: Materials Handler MILITARY DUTY TITLE: Materials Handler	
MINIMUM GRADE AUTHORIZED: E-5 MAXIMUM GRADE AUTHORIZED: E-7	AFSC: 2S0X1
AREA OF CONSIDERATION: Open to all members of the West Virginia National Guard. **THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**	
Duties include but are not limited to: Provides MAJCOM with input for Air Staff data calls, reports and information pertaining to ESS tracked mobility bag assets, Individual Protective Equipment, and the Mobility Readiness Spares Package. Develops an operating budget for individual protective equipment to ensure critical wartime assets are available to support deployments. Coordinates with a variety of functional elements, personnel, and off-base contacts to accomplish assigned mission. Serves as a technical advisor to the Wing Commander regarding the Mobility asset program; and serves as a member of the deployment process working group. Advises customers and assigned personnel of specialized or new policies, practices, and requirements. Ability to communicate is utilized in writing to prepare, compile, and research information for mobility assets as well as to communicate orally to conduct briefings, offer training, and lead group conferences or sessions. Provides independent review of the base mobility assets program and makes recommendations to improve the program and customer service. Responsible for the automated Enterprise Solution-Supply Accountability System (ESS Mobility) database to include maintaining accurate shelf-life, inspection and serviceability data. Ensures data integrity and proper accountability is maintained at all times. Develops lesson plans, course	

Announcement Number: 18-152		Opening Date: 29 August 2018	Closed Date: 29 September 2018
DUTY LOCATION: 167 th AW, Martinsburg, WV 25405			
UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25405			
FULL TIME SUPPORT POSITION: Materials Handler			
MILITARY DUTY TITLE: Materials Handler			
MINIMUM GRADE AUTHORIZED: E-5 MAXIMUM GRADE AUTHORIZED: E-7		AFSC: 2S0X1	

materials, and schedules in order to conduct training. Responsible for leak and serviceability testing of the Chemical, Biological, Radiological and Nuclear Defense (CBRN-D) masks and components utilizing the Joint Service Mask Leak Tester (JSMLT). Must be familiar with JSMLT Concept of Operations and obtain training on use of the tester. Establishes a schedule and ensures leak tests and serviceability checks are performed prior to deployment and as required IAW technical order guidance. Identifies mobility bag and customer individual protective equipment requirements. Receives, stores, and issues Type A, B and C mobility bag assets. Controls shelf life assets utilizing the Joint Acquisition CBNR Knowledge System (J.A.C.K.S.), processes and approves customer requests for mobility bag requirements, requisitions mobility bag assets, performs research, verifies data etc. Determines storage requirements ensuring arrangement is in accordance with applicable directives. Storage should be conducive to a smooth and expedient issue process. Establishes and controls the MRSP program for all assigned units. Coordinates MRSP authorizations with NGB. Has a custodial responsibility for all the program assets including classified, hazardous and high dollar value items. Coordinates with inspection and supported organizations in preparing a schedule to monitor and inspect shelf-life, ESD and functional check items. Researches and determines assets out of balance by reviewing and analyzing management notices and transactions. Ensures shelf-life assets are rotated with peacetime operating stocks. Responsible for the storage of weapons identified for extended storage. Maintains currency on M-9 weapon. Maintains the weapons storage vault in accordance with AFI 31-101 and applicable directives. Responsible for coordinating with Combat Arms to complete required annual, pre and post embarkation inspections. Annually validate and identify changes to weapons authorizations based on the Logistics Readiness Annual Weapons Authorization Letter. Coordinate and schedule weapons inventories with owning organizations ensuring completion IAW AFMAN 23-122. Maintains physical security of the weapons storage vault IAW all prescribed controlled area procedures. Coordinates with Unit Deployment Managers and Equipment Management Element to identify weapons required for contingency operations. Ensures deployed custodian appointments letters are obtained and weapons are placed in a deployed status. Ensures those deployed are provided training on their responsibilities for deploying with a weapon.

Announcement Number: 18-152		Opening Date: 29 August 2018	Closed Date: 29 September 2018
DUTY LOCATION: 167 th AW, Martinsburg, WV 25405			
UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25405			
FULL TIME SUPPORT POSITION: Materials Handler			
MILITARY DUTY TITLE: Materials Handler			
MINIMUM GRADE AUTHORIZED: E-5 MAXIMUM GRADE AUTHORIZED: E-7		AFSC: 2S0X1	

Air Requirements:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at <http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf> under APPLICATIONS FOR EMPLOYMENT (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: <http://www.wv.ng.mil/hro/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Point Credit Summary from VMPF.
<https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>
- (5) Weight verification within the last 30 days by Medical Group personnel.
- (6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
- (7) Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.)
<https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp>
- (8) Must submit last three Enlisted Performance Reports (AGR Members Only).
- (9) Report on Individual Personnel (RIP)

Army Application Requirements:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 11 November 2013 located on our HRO website at <http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf> under APPLICATIONS FOR EMPLOYMENT (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: <http://www.wv.ng.mil/hro/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Recent NGB 23B

Announcement Number: 18-152 | **Opening Date:** 29 August 2018 | **Closed Date:** 29 September 2018

DUTY LOCATION: 167th AW, Martinsburg, WV 25405

UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405

FULL TIME SUPPORT POSITION: Materials Handler

MILITARY DUTY TITLE: Materials Handler

MINIMUM GRADE AUTHORIZED: E-5
MAXIMUM GRADE AUTHORIZED: E-7

AFSC: 2S0X1

- (5) Height/Weight Memo from Commander within the last 30 Days
- (6) Individual Medical Readiness Report (IMR)
- (7) DA 705 – Must be within the last 12 Months (Member must have a passing score in order to certify for this position.)
- (8) Must submit last three Evaluation Reports.
- (9) Current Record Brief dated within the last 6 months

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

HOW TO APPLY: Application must be scanned into **ONE** pdf file and emailed to USAF.WV.ANG.LIST.AIR-AGR@MAIL.MIL. **Applications must be received by 1600 of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.**

Announcement Number: 18-152		Opening Date: 29 August 2018	Closed Date: 29 September 2018
DUTY LOCATION: 167 th AW, Martinsburg, WV 25405 UNIT OF ASSIGNMENT: 167 th AW, Martinsburg, WV 25405 FULL TIME SUPPORT POSITION: Materials Handler MILITARY DUTY TITLE: Materials Handler			
MINIMUM GRADE AUTHORIZED: E-5 MAXIMUM GRADE AUTHORIZED: E-7		AFSC: 2S0X1	

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

KELLY D. AMBROSE
LTC, JA, WVARNG
Human Resource Officer

